

2007

Microsoft Word 2007 Training

Differences between 2003 and 2007

GOALS:

- Faculty and staff will be exposed to the differences between the Office 2003 Suite and the Office 2007 Suite in regards to the visual layouts and functions as they impact Word, PowerPoint, Excel and Outlook.
- Faculty and staff will be provided the training opportunities that will allow them to demonstrate their mastery of office 2007 with the same understanding and proficiency they had under Office 2003.

In previous releases of Microsoft Office applications, people used a system of menus, toolbars, task panes, and dialog boxes to get their work done. This system worked well when the applications had a limited number of commands. Now that the programs do so much more, the menus and toolbars system does not work as well. Too many program features are too hard for many users to find. For this reason, the overriding design goal for the new Office Fluent user interface is to make it easier for people to find and use the full range of features these applications provide. In addition, we wanted to preserve an uncluttered workspace that reduces distraction for users so they can spend more time and energy focused on their work. With these goals in mind, we developed a results-oriented approach that makes it much easier to produce great results using the 2007 Microsoft Office applications.

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6/15/2007



The New Word Screen Layout

Office Button

Quick Access tool bar

Tab List

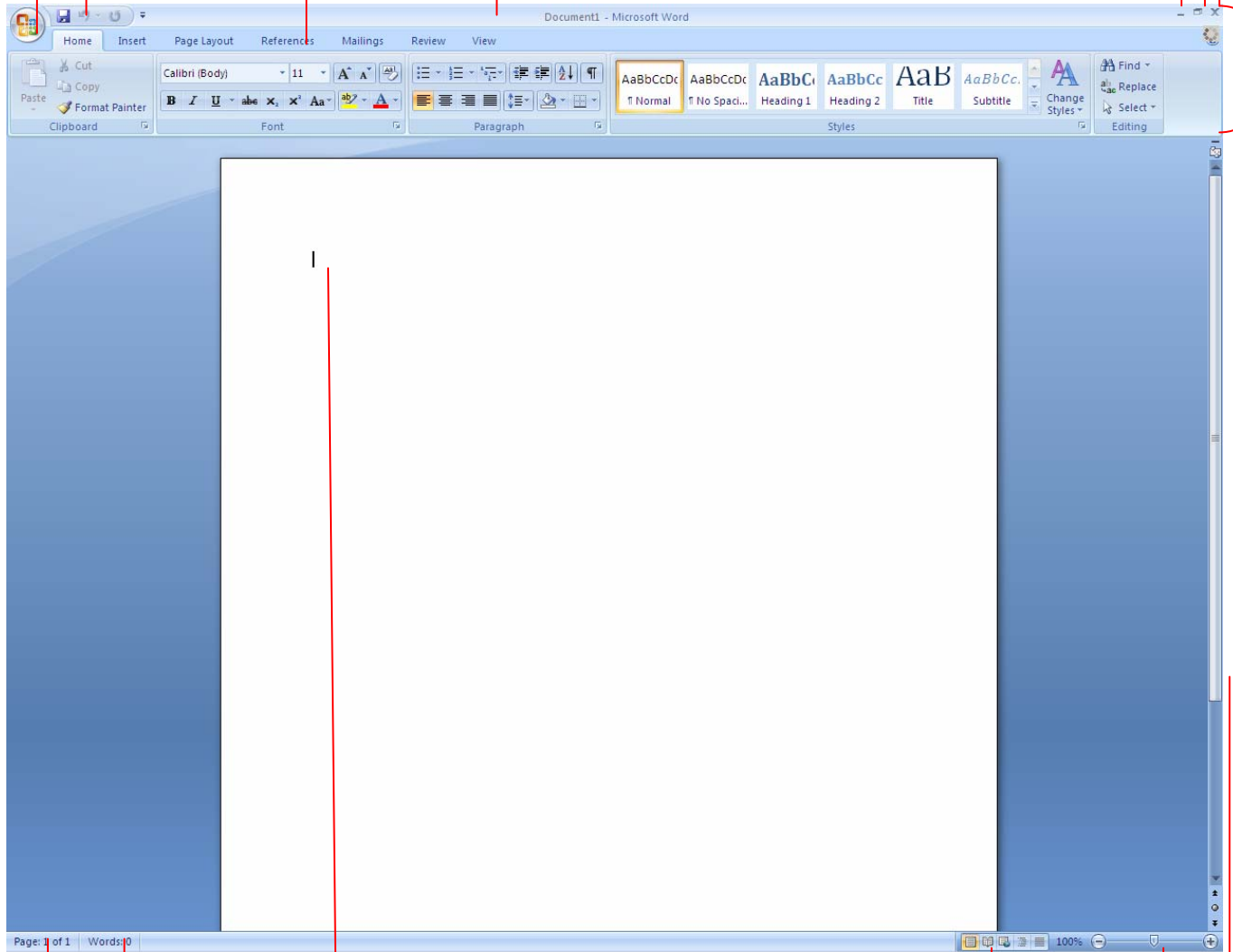
Title Bar

Application close button

Maximize/restore button

Minimize button

Ribbon



Word count

Cursor

Current Page and number of pages

Page View Buttons

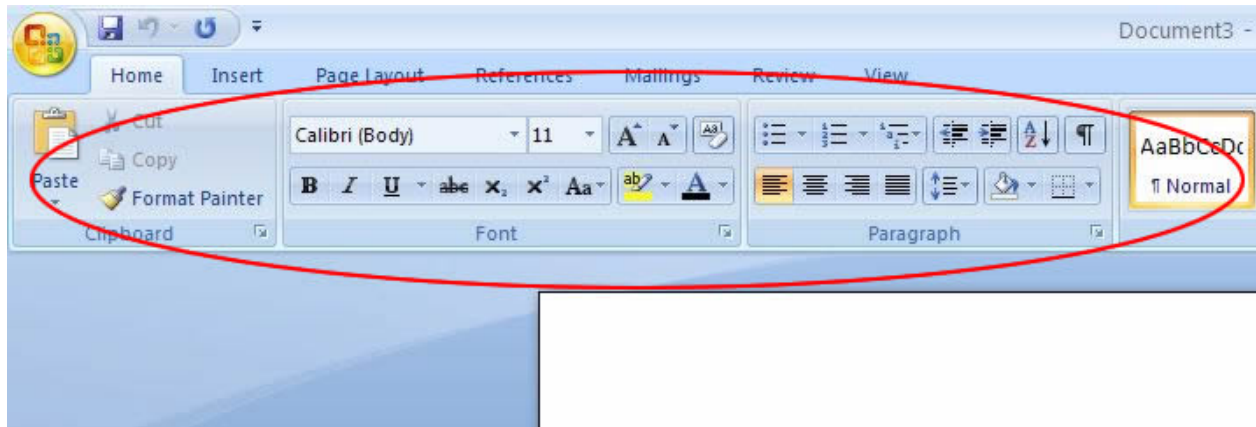
Zoom Control

Vertical

Word 2007

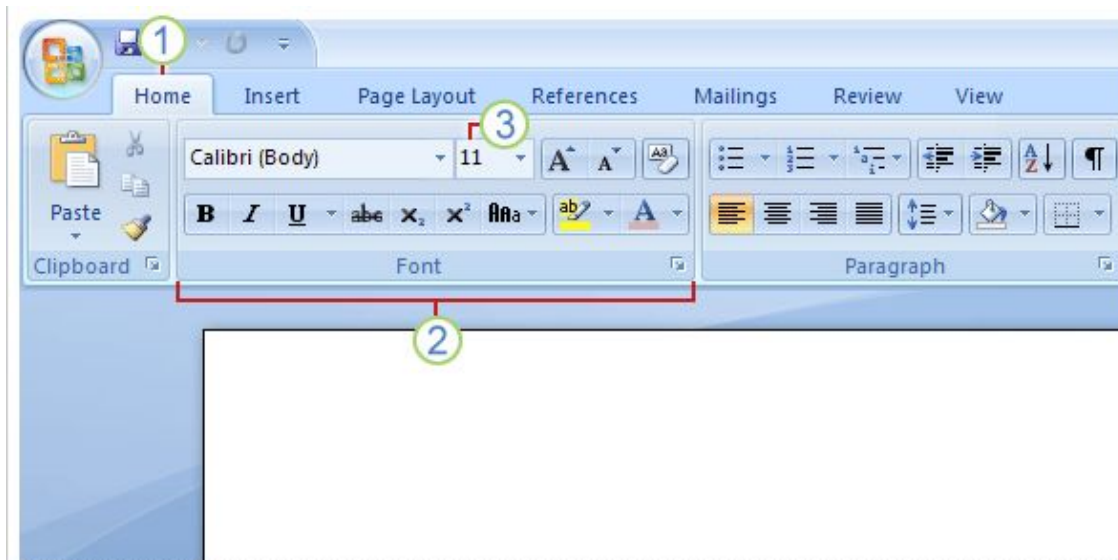
The old look of Word menus and buttons has been replaced with this new Ribbon, with tabs you click to get to commands. The Ribbon was developed to make Word simpler to use, and to help you quickly find and work with the commands you need.

What's changed, and why



The ribbon brings together all of the options and commands that traditionally were buried in menus at the top of the Outlook window. Instead of searching for every command or trying to remember which menu had the options dialogue box that is needed, Word 2007 uses graphic and text representations in an organized task bar which is the **Ribbon**.

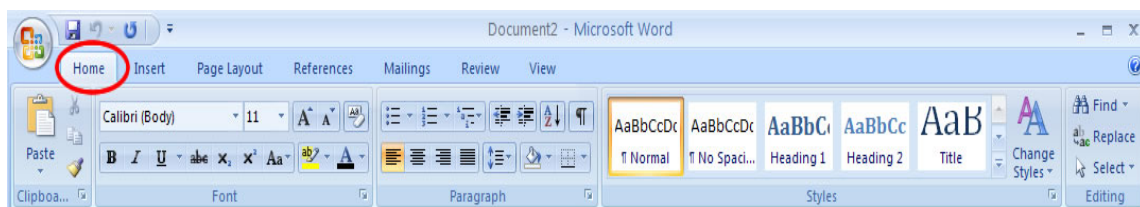
What's on the Ribbon?



There are three basic components to the Ribbon:

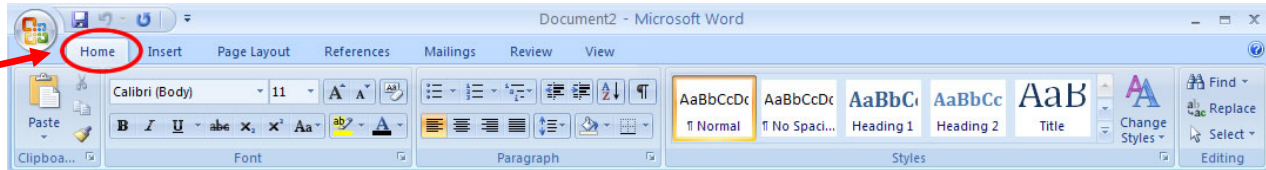
- 1 **Tabs** – Each tab is related to specific types of work that you do in Outlook. **Tabs** group commands and buttons that are related to specific types of work done in Outlook.
- 2 **Groups** – Each tab has several groups that show related items together. **Basic Text** is a group that contains commands.
- 3 **Commands** – A command is a button, a box to enter information, or a menu. The most commonly used commands have the largest buttons. Other examples of commands are the **Bold** button and **Font** list.

The principle commands in Word are gathered on the first tab, the **Home** tab.



Temporarily hide the Ribbon

Full Ribbon



Minimized Ribbon



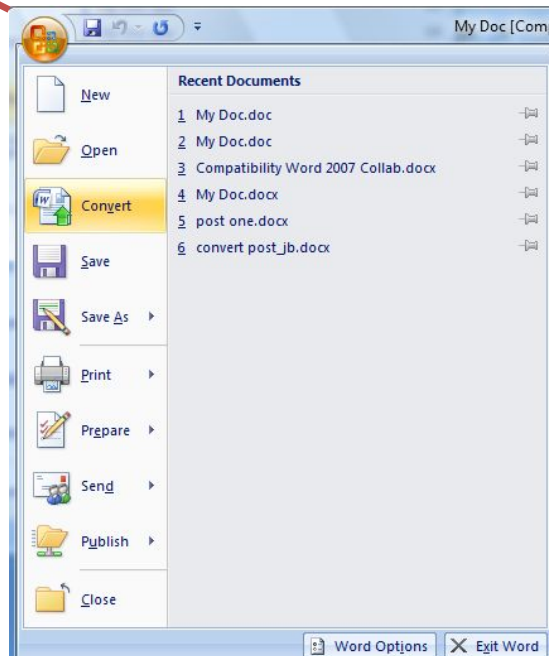
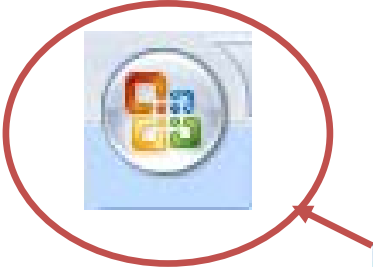
Sometimes you just want to work on your document, and you'd like more space to do that. So it's just as easy to hide the Ribbon temporarily as it is to use it.

Here's how: Double-click the active tab. The groups disappear, so that you have more room.

Whenever you want to see all of the commands again, double-click the active tab to bring back the groups.

Microsoft Office Button

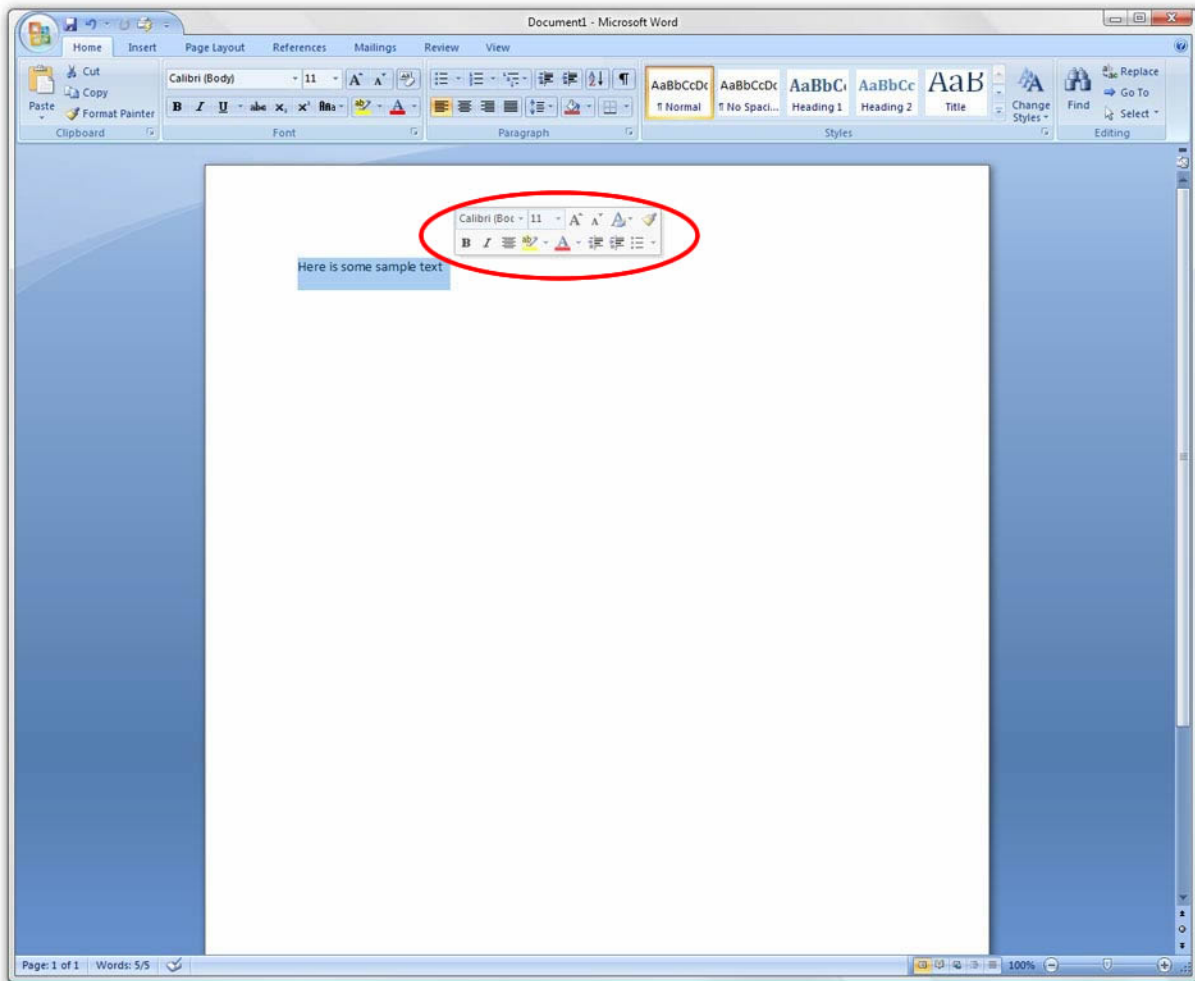
The **Office Button** is located in the left top corner of the Ribbon, which replaces the 2003 File Menu and contains most of the same commands.



Click on the **Office Button** to show the menu commands **Save, Save As, Delete, Move, Permission, Print, Properties** and **Close**.

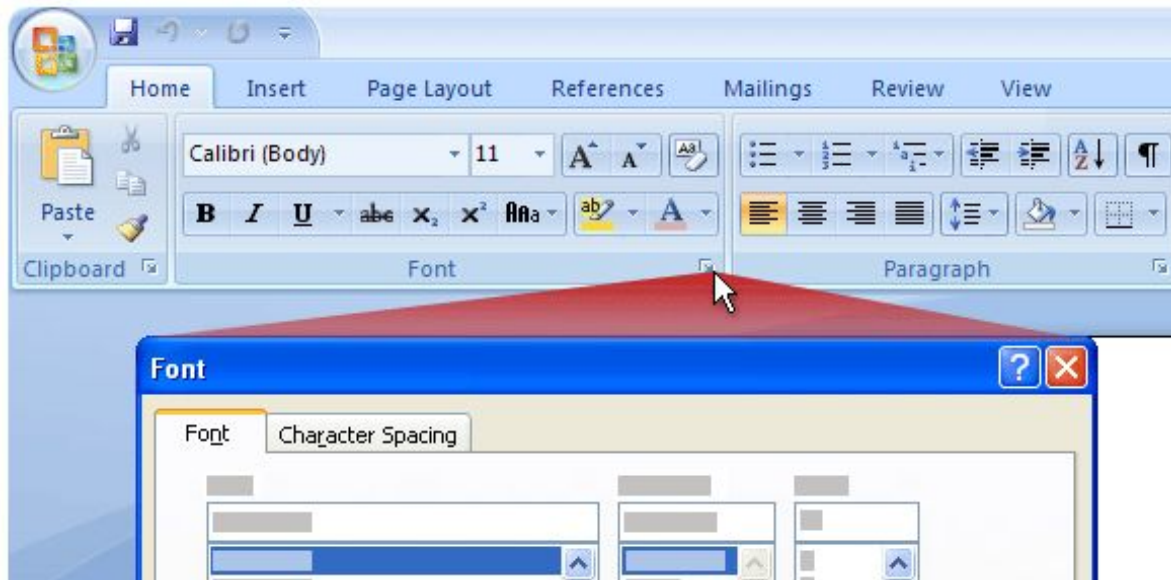
The Mini toolbar


It is a small floating toolbar that appears right next to the text that is highlighted. You can easily click on tools such as Bold, Italic, or Font Size without having to move your mouse up to the ribbon and back to the text again.




- The **Mini Toolbar** shows up when text is highlighted and the cursor (mouse) is over the text.
- When the text is highlighted, the **Mini toolbar** appears (faded, not shown)
- If the mouse is pointed on the **Mini toolbar**, it will become solid (shown above), **click** to format text.

The Dialog box launchers



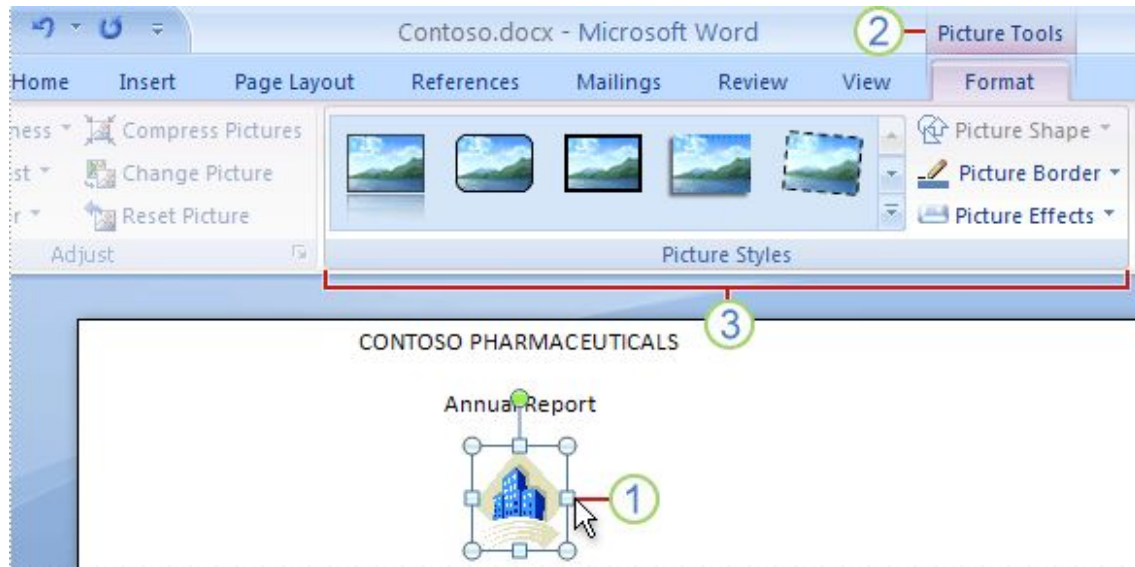
Click the Dialog Box Launcher  to see more options for that particular group.

When you first look at a group, you may not see a certain command from a previous version of Word that you need. You can still access them. Some of the groups have a small diagonal arrow in the lower-right corner .

The arrow is called a **Dialog Box Launcher**. When you click it, you'll see more options related to that group. Sometimes those options will appear in the form of a dialog box that you may recognize from a previous version of Word, or they may appear in a familiar-looking task pane.

Please note, the larger your monitor and the higher the resolution will allow more commands to be displayed in a group than in a smaller, lower resolution monitor.

Additional tabs appear when needed



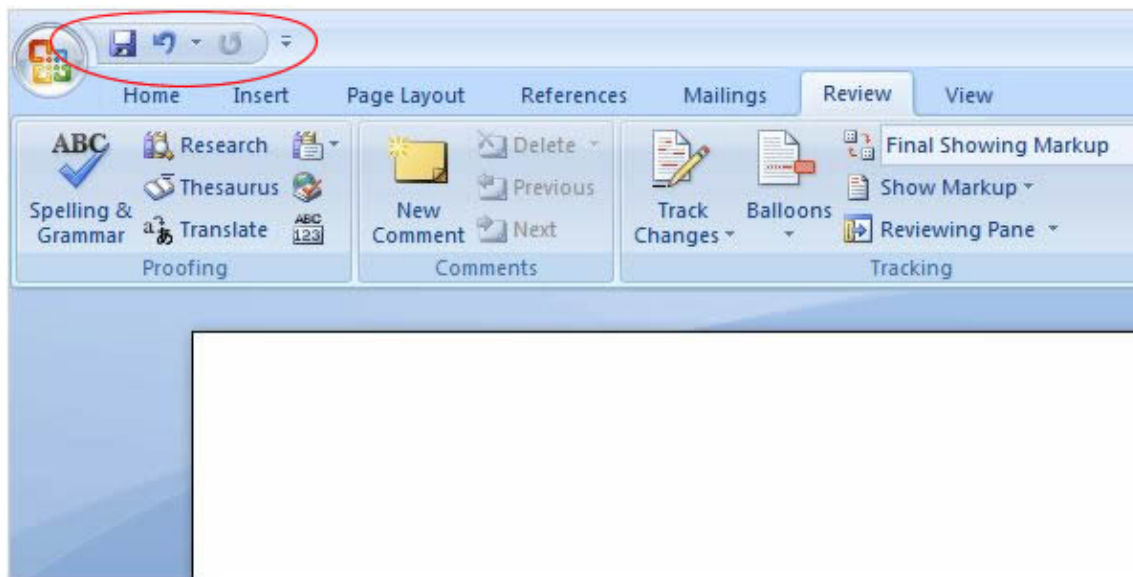
In Word 2007, certain tabs appear only when you need them. For example, let's say you've inserted a picture. But now you want to do more with it. Maybe you want to change how text wraps around it or you want to crop it. Where are those commands found?

1. Click on the image with your mouse arrow.
2. The **Picture Tools** tab appears. Click that tab.
3. Additional groups and commands appear for working with pictures; like the **Picture Styles** group.

When you click away from the picture, the **Picture Tools** tab disappears, and the other groups come back.

Note: On-demand tabs appear for other activity areas, like tables, drawings, diagrams, and charts.

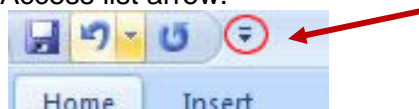
The Quick Access Toolbar



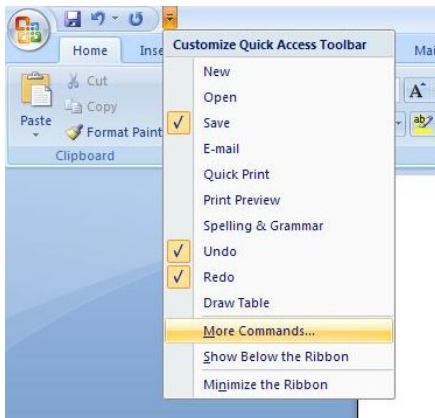
The Quick Access Toolbar is the small area to the upper left of the Ribbon. It contains the things that you use over and over every day: **Save**, **Undo**, and **Repeat**. If you find yourself frequently clicking around the ribbon to get to the same handful of commands, you can add them to Word's Quick Access Toolbar, and you will not have to hunt for it again.

For example, if your job often entails reviewing document comments, follow these steps to add the most frequently used reviewing tools to the top of the screen.

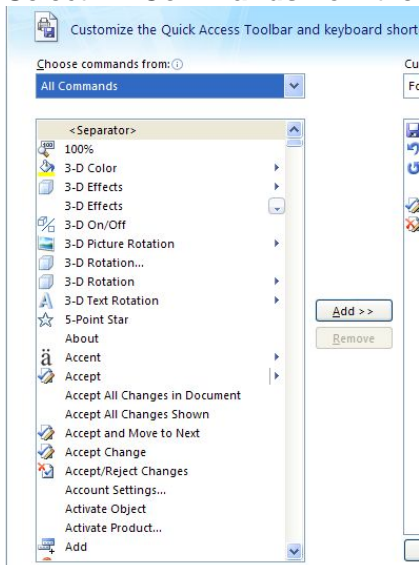
1. In the Quick Access Toolbar to the right of the Office button, click the Customize Quick Access list arrow.



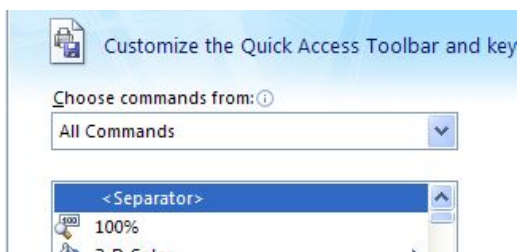
2. Click **More Commands**.



3. Select **All Commands** from the drop-down list.

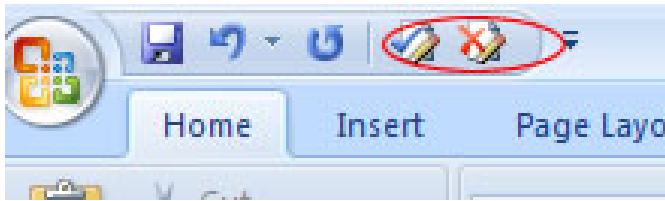


4. In the left column, click <Separator> and then click the Add button.
5. Scroll to and click Accept And Move To Next, then click the Add button.
6. Click <Separator> and then click the Add button.



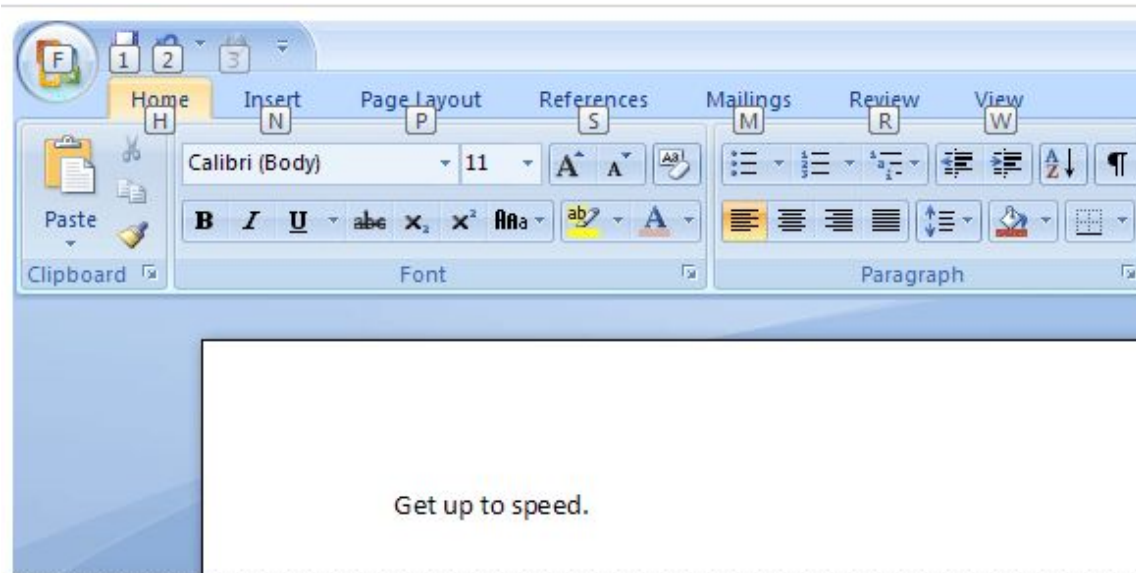
7. Scroll to and click Reject and Move to Next, then click the Add button.
8. Click OK. Those functions are now on the quick access toolbar.





Once you add a tool, you can remove it from the toolbar by right-clicking the tool and selecting **Remove From Quick Access Toolbar**.

Use the keyboard Shortcuts



Shortcuts that start with the CTRL key (for example, CTRL+C for copy, or CTRL+ALT+1 for Heading 1), remain the same as in previous versions of Word.

But the Ribbon design comes with new shortcuts. This change brings two big advantages over previous versions:

- Shortcuts for every single button on the Ribbon.

- Shortcuts that often require fewer keys.

The new shortcuts also have a new name: Key Tips. Press ALT to make the Key Tip **badges** appear for all Ribbon tabs, the Quick Access Toolbar commands, and the Microsoft Office Button. Then you can press the Key Tip for the tab you want to display; for example, press H for the **Home** tab. This makes all the Key Tips for that tab's commands appear. Then you can press the Key Tip for the command you want.

Note You can still use the old ALT+ shortcuts that accessed menus and commands in previous versions of Word, but because the old menus are not available, you'll have no screen reminders of what letters to press, so you need to know the full shortcut to use them. Remember that you must first highlight the text in order to use the shortcut.